

**U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau**

**2010 CENSUS  
EMPLOYMENT**

*Assistant Manager for Recruiting  
(AMR)  
Shelby County Tennessee  
28-09-D10-IRB-337*

**Three Steps to Successfully Submit Your Application**

**Step 1: Prepare**

Your application packet must contain the following:

1. A resume or completed Application for Federal Employment (OF612). Make sure that it reflects your professional and/or volunteer experience that is **RELEVANT** to the position for which you are applying. ([Application form OF612.pdf](#))
2. Declaration for Federal Employment Background Questionnaire ([Declaration OF306.pdf](#))
3. In the attached Recruiting Bulletin, there are 3 questions called Evaluation Criteria that you must address. Circle the appropriate letter, which reflects your experience, and write a description of your experience that supports the letter you circled.

**Step 2: Review**

1. Do you meet the experience and qualifications for the position?
2. Did you circle the appropriate letter, which reflects your experience level and answer all evaluation criteria questions?

**Step 3: Submit**

1. Submit your completed application packet to any of the following:
  - U.S. Census Bureau  
Charlotte Regional Census Center  
3701 Arco Corporate Drive  
Suite 250  
Attn: Human Resources  
Charlotte, NC 28273-7007,
  - Your ELCO, or
  - Bring to your testing site
2. Application packets must be received by May 15, 2009

**Charlotte Regional Census Center  
3701 Arco Corporate Drive, Suite 250  
Attn: Human Resources  
Charlotte, NC 28273-7007**



**2010 CENSUS  
U.S. DEPARTMENT OF COMMERCE  
US Census Bureau  
Recruiting Bulletin**

**OPENING DATE:** April 27, 2009

**RECRUITING BULLETIN NO:** 28-09-D10-IRB-337

**LOCAL CENSUS OFFICE (LCO):** Shelby County, TN

**CLOSING DATE:** May 15, 2009

**POSITION TITLE:** Shelby County, TN, Assistant Manager Recruiting (AMR)

**PAY RATE:** \$21.25 per hour

**NUMBER OF VACANCIES:** One (1)

**EXCEPTED SERVICE APPOINTMENT:** Schedule A Appointment, not-to-exceed one year, with the possibility of an one year extension.

**WHO MAY APPLY:** All employees of an early opening Local Census Office residing in the following counties: Fayette, Shelby and Tipton

**JOB DUTIES:**

**Assistant Manager for Recruiting (AMR):** Responsible for the management and supervision of the recruitment and testing of applicants to fill ELCO/LCO positions. Prepares an ELCO/LCO recruiting plan to ensure that staffing needs are met for all field and office positions. Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the ELCO/LCO to ensure a locally representative workforce of census employees. Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Conducts the recruitment process to assure that applicants are identified and tested. Maintains liaison with organizations that refer applicants and other employment sources. Recruits, selects, and trains recruiting assistants, Office Operations Supervisors (OOS), and the office clerks responsible for scheduling and conducting employment tests of applicant indigenous to the ELCO/LCO operations area. Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ELCO/LCO.  
is authorized.

**QUALIFICATIONS and HOW TO APPLY:** All applicants MUST:

- 1) Take a written management test – Applicants must take and pass a written test for LCO management positions. Call the 2010 Census Job Line at 866-861-2010 during the open period of the recruiting bulletin and schedule a testing date and time. The Job Line will prompt you to provide your zip code then you will be**

**connected to a Local Census Office. Be prepared to provide the Recruiting Bulletin Number(s), and position title(s) for the jobs(s) you are seeking.**

- 2) Bring the following completed forms to the testing session for each position for which you are applying.** (For example, if you are applying for 2 management positions, you must bring 2 copies of the OF-306, 2 resumes, and 2 copies of the Evaluation Criteria.)

**A. OF-306 form - Declaration of Federal Employment,**

**B. Your résumé or Optional Application for Federal Employment, the OF-612 form.**

**C. Completed Evaluation Criteria (See next page).** Applicants must have at least the minimum experience in each of the three areas contained in the Evaluation Criteria. Your experience for all three Evaluation Criteria must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Recruiting. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience and defend your selection as instructed. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

**Bring A, B and C to your testing session or mail the materials to:**

**Charlotte Regional Census Center**

**3701 Arco Corporate Drive, Suite 250**

**Attn: Human Resources**

**Charlotte, NC 28273**

Printed Name: \_\_\_\_\_ LCO **Shelby County, TN**

**EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR RECRUITING (AMR)**

COLUMN A	COLUMN B
<p><b>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</b></p>	<p><b>Applicants are also required to complete the following.</b></p> <ol style="list-style-type: none"><li>1. Indicate the employer from your attached resume or other application form that verifies the answer you selected. <b><u>OR</u></b></li><li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li></ol>
<p><b>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</b></p> <p>a. I have managed a geographically dispersed team of recruiters that included <b><u>all</u></b> of the following:</p> <ul style="list-style-type: none"><li>(i) managing at least <b>two</b> levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s);</li><li>(ii) (ii) managing more than 20 employees; and that</li><li>(iii) (iii) included <b><u>all</u></b> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</li></ul> <p>b. I have managed limited recruiting activities including:</p> <ul style="list-style-type: none"><li>(i) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s);</li><li>(ii) (ii) managing equal/more than 10 employees; and</li><li>(iii) (iii) included <b><u>some</u></b> of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</li></ul> <p>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead <b><u>or</u></b> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for <b><u>some</u></b> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p><b><i>Response must support answer circled in Column A.</i></b></p> <p><b><i>1. Employer's Name: _____</i></b></p> <p><b><i>2. Write description of your experience that supports your answer.</i></b> <b><i>DO NOT STATE – "SEE RESUME"</i></b></p> <p style="text-align: right; margin-top: 100px;"><i>Additional employers may be listed as needed.</i></p>

Printed Name: \_\_\_\_\_ LCO **Shelby County, TN**

## EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING (AMR)

COLUMN A	COLUMN B
<p><b>2. Please select the answer that best describes your experience maintaining effective relationships with the local news media, community leaders, and organizations, and/or local governments’ officials in order to promote community assistance in finding applicants.</b></p> <p>a. I have experience at the executive level building and maintaining strong relationships with <b><u>all</u></b> of the following groups to find and encourage applicants: community based organizations, volunteer organizations, and government entities. I have experience managing vacancy announcements and postings in local media for an entire organization.</p> <p>b. I have experience building and maintaining strong relationships with <b><u>some</u></b> of the following groups: community based organizations, volunteer organizations, and government entities but not at a senior level. I have experience posting job vacancy announcements via media outlets.</p> <p>c. I have experience collaborating with other groups <b><u>or</u></b> being responsible for the soliciting of applicants via media outlets.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p> <p><b>1. Employer’s Name:</b> _____</p> <p><b>2. Write description of your experience that supports your answer.</b>  <b>DO NOT STATE – “SEE RESUME”</b></p>

Printed Name: \_\_\_\_\_ LCO **Shelby County, TN**

## EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING (AMR)

COLUMN A	COLUMN B
<p><b>3. Please select the answer that best describes your experience preparing and presenting recruitment talks and formal speeches to moderate sized or larger groups (over 20 people).</b></p> <p>a. I have experience developing and making oral and written presentations for groups of 20 or more people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences on recruitment topics.</p> <p>b. I have experience developing and making oral and written presentations to groups of fewer than 20 people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences, but have not used this experience related to recruitment topics.</p> <p>c. I have developed oral and written presentations in the past or developed presentations for a supervisor. However, I have not personally delivered a presentation in front of a group in a professional setting.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p> <p><i>1. Employer's Name: _____</i></p> <p><i>2. Write description of your experience that supports your answer.</i>  <b>DO NOT STATE – “SEE RESUME”</b></p>

**APPLICATION DEADLINE:** Your testing appointment must be scheduled during the open period of the Recruiting Bulletin.

**OTHER INFORMATION:** This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program. This means that your work schedule may be changed from full-time to part-time, or intermittent to accommodate fluctuating workloads. Payment of relocation expenses IS NOT authorized.

THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.